



OKLAHOMA FEDERAL EXECUTIVE BOARD
215 DEAN A. MCGEE, STE 320
OKLAHOMA CITY, OK 73102
(405) 231-4167
www.oklahoma.feb.gov



FEMA-certified “Train the Trainer” course for COOP Program Managers

Through a partnership of FEMA and the Oklahoma FEB, we will be hosting the above training in Oklahoma City. This training is a 2-1/2 day format intended to leverage resources and multiply results. Upon successful completion of the training, the attendee receives FEMA certification.

In return: The employee agrees to attend the 2-1/2 day training, understanding that in return, he/she must provide a one-day interagency training on the topic for agencies served by the Oklahoma FEB prior to September 30, 2005 (if taking the June course) and December 31, 2005 (if taking the August course). *(FEB Staff will assist in coordinating facilities, A/V, distribution of information, etc. The employee will be responsible for the instruction and should possess the necessary skills to speak before a group and successfully instruct the material.)*

Course title:	L548: COOP Managers Training Course (train the trainer format)	
Location:	OKC Police Training Academy, 800 N. Portland, Oklahoma City	
Date:	<input type="checkbox"/> June 1-3, 2005 <input type="checkbox"/> August 2-4, 2005	<i>Please indicate which class you wish to attend.</i>
Time:	8:00 a.m.—4:30 p.m. on first 2 days and 8:00 a.m.—12:00 noon for last day	

We wish to utilize one of the forty “Train the Trainer for COOP Managers” slots available for the following individual:

Name: _____	Agency: _____
Address: _____	_____
Phone/Fax: _____	Email: _____

A signed copy of FEMA Form 75-5 must also accompany this form (available on our website at www.oklahoma.feb.gov/Forms/FEMA75.pdf) Call the FEB Office at (405) 231-4167 to have this form faxed to you if you do not have internet access.

Employee Date

We as the agency will support the time necessary for our employee to attend the 2-1/2 day training and instruct the material for a one-day awareness session coordinated by the FEB within fiscal year 2005-2006.

Agency Leader Date

Please return this registration form to the FEB Office ***no later than May 15, 2005*** for June class and ***July 15, 2005*** for August class.

Mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165